

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0103

ISSUE DATE: August 8, 2014

TITLE: Senior Clerk

CLOSING DATE: August 22, 2014

DIVISION/UNIT: Codes and Standards / Director's Office

LOCATION: DCA Building, 101 South Broad Street, Trenton, NJ

SALARY RANGE: A08/\$29,191.57 - \$40,569.46

POSITION(S): 1

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

Under direction of a supervisory official in the Director's Office of the Division of Codes and Standards does clerical work involving the exercise of independent judgment and containing a relatively large proportion of difficult tasks; does other related duties as required.

REQUIREMENTS

EXPERIENCE:

One (1) year of experience in general clerical work.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

☒ A promotable eligible exist within the unit scope.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0103
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer